

How to eSign for Filers

Before you Begin . . .

You must have a Common Access Card (CAC) to eSign your Report.

If necessary, refer to the FDM Help page from the FDM portal, and select "How To" Guides and Tutorials for instructions on [How to Login to FDM](#) and [How to File an OGE 450 Report](#).

Overview

This How To Guide explains how to eSign a Report using your CAC.

eSigning a Report

1. Begin Wrap Up

When you are ready to eSign, click Wrap Up.



Note: During Wrap Up, FDM determines if your report is missing information. Clear any red flags if necessary.

2. Begin the Submission Process

A

Select **Submit Now**.

B

Click **Continue**.

Report Ready for Submission

- ◆ Congratulations, you have completed entry of your **2005 Annual** report.
- ◆ Do you want to submit your report now to your supervisor, Bob Weisblatt, for his/her review?
 - ☒ Submit Now
 - ☐ Submit Later

[Back](#) [Continue](#)

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Common Questions

- If I decide to review my report one last time, how do I get back here to submit it?
- What happens if I do not submit my report by the required due date?
- What happens if I file an incomplete or false report?
- How do I request an extension?
- Glossary

3. Certify Report Contents

B Click Continue.

Financial Disclosure Management

My Reports | My Info | Review Filers | Admin | Resources

Reports List | Report Data | Attachments | Comments | Flags | Audit Trail | View/Print | Review Status

LOGOUT

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Getting Started | Non-Investment Income | Assets | Liabilities | Outside Positions | Agreements | Gifts | Wrap Up

Certify Report Contents

☒ I hereby certify that the report data I have entered and all files I have attached are true, complete, and correct to the best of my knowledge.

[Back](#) [Continue](#)

Common Questions

- Glossary

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To eSign using your CAC, click **Continue**.

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Getting Started | Non-Investment Income | Assets | Liabilities | Outside Positions | Agreements | Gifts | Wrap Up

Select Method of Signing

- ◆ Signing with your Common Access Card (CAC) is the preferred method of signing your report.
- ◆ To do so click **"Continue"** below.

Note: If for some reason your CAC is not available or is not working click [here](#) to submit and print your report for signing with a pen.

[Back](#) [Continue](#)

Common Questions

- Glossary

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B Insert your CAC into the card reader when prompted.

Financial Disclosure Management

My Reports My Info Review Filters Admin Resources

Reports List Report Data Attachments Comments Flags Audit Trail View/Print Review Status

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Getting Started Non-Investment Income Assets Liabilities Outside Positions Agreements Gifts Wrap Up

Please wait for the report to appear in the box below. Lengthy reports may take several minutes to generate and appear.

Back

Instructions: Please review the entire report in the window below utilizing the scrollbar before signing. The "eSign" button is on the cover page at the top of the document. To sign, just click the "eSign" button. The "eSign" button can be found below on the cover page of the report.

Save a Copy Search Select 87% Adobe Reader 7.0

Page 1 of 1

OGE Form 450, 1 CFR Part 2634, Subpart 1
U.S. Office of Government Ethics (OGE)
(Employee OGE address)

Executive Branch CONFIDENTIAL FINANCIAL DISCLOSURE REPORT

Page Number 1 of 1

Employee Name (last, first middle initial)
Baxter, Faye A.

Position Title
Manager

Grade
GS

Reporting Period
New report Annual

Agency
HQP

Home Phone
202-455-0000

Work Phone
202-455-0000

Signature of Employee
eSign

Signature and Title of Supervising Official (Required if agency requires)

Page Number 1 of 1

Page 1 of 1

How to eSign for Filers



6. Certify Your Signature

A Click Run, **OK** or **Yes** as prompted to continue.

B Select "I agree" to accept the statement, then click Continue.

C Select your certificate, then click **OK**.

D Enter your CAC PIN, then click **OK**.

7. View the Submit Confirmation

Note: FDM notifies your supervisor and/or Senior Legal Counsel of your signed report.

A Ensure that you see a green check in the signature box

B Click Continue.

Note: Please click Take the survey and complete the survey page.